

DRAFT SAMPLE COVER LETTER
ABBREVIATED REPORT FORMAT

(Letter head: Consultant Name, Address, and Phone Number)

(Date)

Mr./Ms. Owner/Operator or Contact Person
PO Box 200901
Helena, MT 59620

Subject: Abbreviated Groundwater Monitoring Report for the Petroleum Release at (Name of Facility), (Street Address), (Town), MT (Zip code); Facility ID (Number), Release (Number).

Dear Mr. and Ms.

(Consultant) is pleased to present this abbreviated groundwater monitoring report as requested by the Department of Environmental Quality Petroleum Release Section (DEQ-PRS) in a letter dated (date), proposed in the (standard or abbreviated) corrective action plan dated (corrective action plan date), and approved by DEQ-PRS on (date of corrective action plan approval letter). This groundwater-sampling event was conducted to obtain groundwater quality data (for example: necessary to determine if the release can be evaluated for closure; or, for base-line information as part of a year-long quarterly monitoring plan).

On (date), groundwater-monitoring wells (monitoring well identification/names) were [for example: gauged and sampled with a disposable bailer using no-purge methodology from the upper 24-inches of the water column. One sample from each well was collected, preserved, and shipped in a cooler with a chain-of-custody form to (laboratory name) for VPH Massachusetts Method analysis. The laboratory analytical report, received by our firm on (date) is attached for your review. The depth-to-water level in each well sampled is noted on the analytical summary page]. Conclusions (a brief conclusions paragraph may be appropriate here). Recommendations (a list of recommendations may be appropriate here).

The next sampling event is scheduled for (approximate date). A detailed monitoring report will be submitted (approximate submittal schedule). It is a pleasure to be of service to you. If you have questions or comments, please feel free to contact me (at contact information).

Sincerely,

(Consultant project manager)
(Firm)

enc: Laboratory Analytical Report
Cc: DEQ Project Manager